

2011-2012



Vigor in Arduis

**Student/Parent/Guardian
Handbook
Grades 7-12**

74 Union Park Street • Boston, MA 02118 • P: 617.542.2325 F: 617.542.1745 • www.cathedralhighschool.net

Understanding of Cooperative Educational Agreement

We, as educators in a Catholic school, are grateful for the trust you demonstrate in sharing the responsibility for the education of your child. In asking that your child attend Cathedral High School, you understand that you are undertaking a joint venture in providing for your child's education.

A very important part of the mission of Cathedral High School is to foster an atmosphere that allows for the spiritual, academic, social and physical development of our students. Our Mission Statement says that we strive to teach students "to take personal responsibility for their actions, make morally and socially responsible decisions and help the less fortunate." All of this is consistent with the Church's teachings on social justice and Christ's command that we serve one another. How we treat one another is of tremendous concern: having respect for one another as students and respect for the adult members of the Cathedral Family are extremely important in promoting and maintaining a Christian community. We, as a school, cannot accomplish the goals of our mission alone. Your participation and cooperation in the educational experience of your child at Cathedral High School is essential if we are to be successful.

We share in the responsibility of fostering good habits where study and social skills are concerned. We will do our part to keep you informed of your son's/daughter's progress at school. We ask that you take time each day to monitor their school experience by asking simple questions about how their day went, looking over their homework assignments, being aware of the dates for the issuance of progress reports and report cards, and checking Edline updates. We fully expect that you will attend parent-teacher meetings and other appropriate functions. We also encourage you to become actively involved in our parent organization. Doing all these things will help set a positive framework for your child's success and will enable you to foresee and prevent potentially serious problems.

All of the rules and regulations in our Student /Parent/Guardian Handbook are designed to help us live productively, responsibly, and harmoniously within the Community of Cathedral High School. In signing the response form, you are indicating your agreement and understanding of the regulations, as well as your willingness to support them and to cooperate with us in the education of your child. All regulations are subject to the interpretation of the School Administration.

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Vision Statement

Cathedral High School seeks to become the best private Catholic, inner-city high school in the country. We aspire to provide our students with the best possible educational experience in an urban setting by optimizing the resources available. We seek to make a private Catholic education available to all those students who desire it. In doing so, we hope to offer an experience in academics, personal and spiritual development, athletics and a host of extracurricular activities that will be life changing. Our students come to Cathedral from among the most economically and socially challenged neighborhoods of Boston; we hope to provide an oasis of hope where our students can prepare themselves for the challenges of college and beyond. Ultimately, our graduates will become men and women of strong intellect and equally strong spiritual and moral character enabling them to take the lessons they have learned at Cathedral High School to the larger community.

Mission Statement

Cathedral High School, is an urban, co-educational, multi-cultural, private Catholic, college-preparatory learning community committed to excellence. A rigorous academic program of studies, small class size, and a safe, nurturing setting provide students the opportunity to develop their full potential. CHS prepares students to think, read and write critically, formulate intelligent opinions, and express those thoughts in an articulate, credible, and convincing manner.

Cathedral High School is committed to the formation of a diverse learning environment. With financial assistance available to those in need, CHS admits students regardless of economic status, faith, race, or educational background. Within the Cathedral family and in keeping with Gospel values, students learn to take personal responsibility for their actions, make morally and socially responsible decisions, and help the less fortunate

Objectives

Through the implementation of the following objectives, we strive to educate our students. We affirm our commitment:

- to **promote** moral standards, Gospel values, compassion, and service to others;
- to **provide** an atmosphere, in which students can meet, learn and develop respect and appreciation for one another across lines of race, color, gender, creed, or culture;
- to **develop** competencies in communication, problem solving and information literacy; to provide programs that will prepare all students for post secondary education;
- to **create** opportunities for parents/guardians, alumni/alumnae and community members to become involved in supporting the mission of the school;
- to **provide** appropriate support services to the students;
- to **promote** positive attitudes and leadership skills through academic programs and extra-curricular activities;
- to **encourage** behaviors which enable students to learn to accept responsibility for their conduct, and provide a safe learning environment;
- to **educate** for peace, justice, and an awareness of world societal issues; to develop in students a sense of personal responsibility for themselves and the world in which they live.

DIRECTORY

ADMINISTRATION

Mr. James Rice
Mr. Robert McGurrin
Mrs. Carmel Lynch
Sr. Judy O'Brien

Headmaster
Principal/Math Department Chairperson
Vice-Principal/Student Life
Program Director Junior High Division

PROGRAM DIRECTORS

Sr. Mary Black
Mr. William Frazier
Sr. Ruth Haley
Mr. Richard Ladner
Ms. Nancy Lane
Mr. James Lynch
Mrs. LaToya McGlothin
Ms. Elizabeth Merrill
Mr. Richard Smyth
Mrs. Lynda Whitney

Donor Relations
Facilities Manager
Campus Ministry
Business Manager
Director of Guidance
Athletic Director
Director of Admissions
Assistant Director of Admissions
Director of Technology
Corporate & Foundation Relations

FACULTY

Mrs. Mercedes Batt
Mr. Stephen Belyea
Mr. Michael Csorba
Mr. Philip Dujardin
Ms. Jacqueline Ferraro
Ms. Kimberly Fillion
Sr. Charlotte Guilino
Mr. James Hauser
Ms. Sarah Houle
Mr. Collin Johnson
Ms. Anna Judy
Mr. Matthew LaSpina
Mrs. Fayette Long
Mr. Michael Luyet
Mrs. Kaitlyn Mikalaitis
Ms. Laraine Morin
Mr. Craig Murray
Ms. Jayashree Pillai
Mr. Duane Sigsbury
Mr. Daniel Stone
Ms. Rebecca Wolski
Ms. Aliza Zenilman

Spanish
Fine Arts, Department Chairperson
English
Theology
Math
Theology
Theology, Department Chairperson/ Planning Center
Social Studies/Math
Social Studies/Coordinator of Scholars Program
Theology/Science/PE
Science, Department Chairperson
English
Business
Math
English, Department Chairperson
Learning Specialist
English/Coordinator of CASE Program
Math
Title I Manager/PE/ Planning Center
Social Studies
French
Science

SUPPORT STAFF

Mr. Edward Blakely
Sr. Nancy Brennan

Food Service Manager
Library

Sr. Joan Burke
Ms. Elaine Kenison
Sr. Cathy Mozzicato
Mrs. Catherine Murray
Ms. Nu Lam
Mrs. Shannon O'Leary
Bro. Bert Ouellette
Ms. Marlin Sloan
Ms. Elaine Tran
Mr. Mark Vasquez
Mr. Larry Williams

Administrative Assistant/Main Office
Administrative Assistant/Headmaster
Administrative Assistant/Guidance
Nurse
Cafeteria Staff
Social Worker
Guidance Counselor
Custodial Staff
Cafeteria Staff
Custodial Staff
Custodial Staff

COACHES

Baseball

Mr. Collin Johnson

Head Coach

Boys Basketball

Mr. James Hauser

Head Varsity Coach

Cheerleading

Ms. Sophia Thomas

Head Coach

Football

Mr. Duane Sigsbury

Head Coach

Girls Basketball

Mr. Steve Connelly

Head Coach

Indoor Track & Field

Mr. Delsin Grubbs

Head Coach

Outdoor Track & Field

Mr. Daniel Stone

Head Coach

Soccer

Mr. Daniel Stone

Head Coach

Softball

Ms. Kimberly Fillion

Head Coach

Volleyball

Ms. Jacqueline Ferraro

Head Coach

TUITION, FEES, FINANCIAL AID AND SCHOLARSHIP

2011 – 2012 Tuition

The tuition for Cathedral High School and Junior High School is: **Grade 7-8:** \$3,200 **Grades 9-12:** \$4,550

Additional Fees:

- Registration Fee (incoming Freshman and 7th grade students only) - \$125.00
- Activity Fee - \$200.00 due September 1 (High School only)
- Graduation Fee (Seniors only) \$125.00 due April 15, 2012

2011-2012 Activity Fees: Every student at Cathedral High School must pay a \$200 activity fee. The activity fee helps fund lab fees and many extra-curricular activities at the high school including sports and various clubs. There is no activity fee for Junior High students. If the tuition is being paid by using FACTS, the activity fee can be added to the tuition and paid over ten months.

Cathedral High School is committed to providing financial assistance to deserving students. However, the total amount of financial aid is limited and will be distributed on a need basis. In order to be eligible for financial aid, all families must annually file an application with the “FACTS” Tuition Management Program. The website for FACTS is www.factstuitionaid.com. Applications must be submitted no later than March 1. If your application is received after March 1, there may not be any aid available. All completed applications will be reviewed by March 30. All families will be notified of their financial aid award by April 20.

Tuition Payment Options: There are three tuition payment options:

Plan A: Full tuition payment made by August 15, 2011.

Plan B: First half payment due by August 15, 2011

Second half payment due by January 15, 2012

Plan C: FACTS Plan

Ten monthly payments beginning August, 2011

FACTS Plan

Payments are automatically deducted from your checking or savings account from August through May. All payments must be completed and tuition paid in full by May 20, 2012.

Tuition Policy

1. Tuition and Fees are due and payable on or before the dates specified above.
2. Tuition that is not received on the due date will be considered delinquent.
3. The school reserves the right to suspend from all school activities, including classes, any student whose tuition is delinquent.
4. Parents or guardians who are experiencing financial difficulty must contact the Director of Finance and Business Operations office as soon as possible (ext. 212).
5. Failure by the parents/guardians to resolve delinquent tuition and fees payments **may result in the student being dismissed from Cathedral High School.**

Dismissal of a Student for Financial Reasons:

The Headmaster will determine, in consultation with the Principal, Vice Principal / Student Life, Director of Finance and the Director of Guidance when it is appropriate to dismiss a student for the family’s failure to meet agreed upon financial obligations.

Tuition Refund Policy:

A tuition refund will **NOT** be granted if:

1. A student is dismissed from the school.
2. A student voluntarily leaves the school after January 10.

A tuition refund will be granted if the student voluntarily leaves the school before January 10.

The school calculates a prorated tuition bill and the refund according to the following procedure:

- A daily cost is assessed by dividing the total yearly tuition by 180 school days
- The daily cost is then multiplied by the number of days the student was registered at school.
- If the parent paid more than the prorated tuition bill, the parent will receive a refund equal to the excess amount paid above the prorated tuition bill.

2011 – 2012 Academic Year Daily Schedule

<u>Periods</u>	<u>Grades 7 and 8</u>
Bell	7:45
Homeroom	7:48 - 7:53
1	7:56 - 8:40
2	8:43 - 9:27
Lockers	9:27 – 9:35
3	9:35 - 10:19
4	10:22- 11:06
5 (1 st half)	11:09- 11:39
Lunch II	11:39- 12:04
Lockers	12:04 – 12:09
5 (2 nd half)	12:09- 12:39
<u>Announcements</u>	12:40 – 12:42*
6	12:42 – 1:26
7	1:29 - 2:13
8	2; 20 – 3:05 dismissal grades 7&8

<u>Periods</u>	<u>Grades 9 - 12</u>
Bell	7:45
Homeroom	7:48 - 7:53
1	7:56 - 8:40
2	8:43 - 9:27
Locker	9:27 – 9:35
3	9:35 - 10:19
4	10:22- 11:06
5	Lunch I 11:06- 11:31 Grades 9 and 10
	Locker 11:31- 11:39 Grades 9 and 10
	Class 11:39 – 12:39 Grades 9 and 10
5	Class 11:09 – 12:09 Grades 11 and 12
	Lunch III 12:09 - 12:34 Grades 11 and 12
	Locker 12:34 – 12:39 Grades 11 and 12
<u>Announcements</u>	12:40 – 12:42*
6	12:42 - 1:26
7	1:29 - 2:13* dismissal grades 10 -12
8	2:20 – 3:05 dismissal grades 9

*Students MUST be in Block 6 at 12:40 in order to hear the school announcements. Students are responsible for information that is

announced at this time.

2011 – 2012 Academic Year Half Day Schedule

<u>Period</u>	<u>Grades 7 -12</u>
Bell	7:45
Homeroom	7:48 – 7:53
1	7:56 – 8:23
2	8:26 – 8:53
3	8:56 – 9:23
4	9:26 – 9:53
Lockers	9:53 – 9:59
5	9:59 – 10:26
6	10:29 – 10:56
7	10:59 – 11:26

There is no Block 8 on half days.

Announcements will be made at 11:26. Dismissal will follow announcements.

ACADEMIC REGULATIONS

Cathedral High School provides students with a rigorous college preparatory program always endeavoring to maintain high standards. Students are expected to take a serious approach to academic study, participate in extra-curricular activities, share faith through liturgical celebrations, and to serve others through a Christian Service Program.

Acceptable Use Policy (Technology)

Each student must adhere to the directives governing the use of technology, as described in the Acceptable Use Policy of CHS. Only those students, who return the signed copy of this policy to the Technology Coordinator, will have access to the use of technology at CHS.

Assessments (Grades 9-12)

1. Winter and spring assessments will be given in all classes.
2. After the bell has rung, no student will be admitted into the classroom to start the assessment.
3. Any student absent for an assessment will receive an F for the exam, unless excused by the Principal.

Christian Service Program

At Cathedral High School students learn to take personal responsibility for their actions, make morally and socially responsible decisions and in keeping with Gospel values be willing to serve others. Students in grades 9 –12 participate in a Christian Service Program. A specific number of service hours are required at each grade level. The program culminates with the Senior Service program. Students in grade 12 serve in sites such as homeless shelters, food pantries, nursing homes, hospitals, and day care facilities during the last quarter of the senior year. In addition to service hours students are required to maintain a journal and write a five-page reflection paper. Details of the Program as well as the requirements will be provided by the Director of Campus Ministry and the Theology Department.

Exemption from Spring Assessments

Students, who maintain an A+, A or A- for each of the four (4) marking periods in a subject, may be exempt from the final assessment. However, the ultimate decision is at the discretion of the teacher.

Extended Day for 7th, 8th, and 9th Graders

Starting in September we are initiating an extended day enrichment program for all 7th, 8th, and 9th graders. From Monday through Thursday, the school day for these students will conclude at 3:05 PM. The eighth period will provide the opportunity for students to focus on skills building in areas of academic need such as Math, English, homework assistance and general studies. There is also an optional component for the students to further develop their skills and receive additional help. Students who choose to participate will remain in the assigned classroom from 3:05 PM until 4:05 PM.

Extracurricular Requirements

Full participation in the life of Cathedral High School is an important part of one's experience. Every student needs to contribute to the community by committing to sharing his/her individual talents as well as discovering and developing those talents they may not realize they have. Students are expected to take part in at least one sport or extracurricular activity during the school year.

Grading

The marking system of the school is by letter grade and evaluates the progress of the student. We realize that a grade can never fully measure the amount of knowledge that a student has retained. Our grading system, however, is a fair measurement of the student's completion of the objectives of a particular course.

Report cards are issued four (4) times a year at the completion of each quarter of the school year. Progress reports are issued midway through each marking period. An Incomplete is only given to a student by Administrative approval.

GPA Weighted Chart

Numerical Grade	Alpha Grade	AP Courses	Honors Courses	College Prep Courses
97-100	A+	5.3	4.8	4.3
94-96	A	5.0	4.5	4.0
90-93	A-	4.7	4.2	3.7
87-89	B+	4.3	3.8	3.3
84-86	B	4.0	3.5	3.0
80-83	B-	3.7	3.2	2.7
77-79	C+	3.3	2.8	2.3
74-76	C	3.0	2.5	2.0
70-73	C-	2.7	2.2	1.7
67-69	D+	2.3	1.8	1.3
64-66	D	2.0	1.5	1.0
60-63	D-	1.7	1.2	0.7
Below 60	F	0.0	0.0	0.0

Graduation Requirements*

Theology	4 years	Foreign Language	2 years
English	4 years	Physical Education	2 years
Mathematics	3 years	Fine Arts	½ year
Social Studies	3 years	Computer Science	½ year
Sciences	3 years		

Theology:	20 Credits (4 full-year courses)
English:	20 Credits (4 full-year courses)*
Mathematics:	15 Credits (3 full-year courses) and 2.5 Credits (Computer Education)
Sciences:	15 Credits (3 full-year courses inclusive of Biology)
Social Studies:	15 Credits (3 full-year courses inclusive of U.S. History)
World Languages:	10 Credits (2 full-year courses)
Fine Arts:	2.5 Credits (Art & Culture)
Physical Education:	5 Credits (P.E./Health)

***Does not include English I Foundations**

Honors Courses (designated by the letter “H” on the transcript) are offered in English, Mathematics, Science and Social Studies.

Advanced Placement Courses (AP) are offered in English, Calculus and United States History.
Dual Enrollment Courses with Bunker Hill Community College are offered through distance learning.

Students must fulfill the Christian Service requirements, as determined by the Theology Department.
Seniors must complete a research paper according to the specifications directed by the English Department.
In addition, each student must accumulate another 25 credits for a total of 130 credits in order to earn a diploma.

Homework

Homework is an essential part of every student's educational experience. As a rule homework is assigned daily. To ensure academic success students are expected to spend 20 – 30 minutes in home study for each course they take. Homework may involve: review of class work, reading assignment, written assignment, research or study. Completion of homework assignments is mandatory. Students who do not complete homework are required to meet with their teacher(s) after school.

Honor Roll Requirements

Headmaster List	All A's.	Minimum of grade A average with no grade lower than A-
Principal's List	A's and B + 's.	Minimum of grade B+ average, with no grade lower than B
Honors	A's and B's.	Minimum of grade B, with no grade lower than B -

Library

The Cathedral High School Library is located on the fourth floor. Library hours are: 7:30am – 4:30pm

National Honor Society

The Cathedral High School Chapter of the National Honor Society requires that its members possess the qualities of character, scholarship, leadership, and service. To be eligible, students must have A's and B's for five (5) consecutive marking periods and perform a minimum of 20 hours of service and be recommended by their teachers. The Induction ceremony is held in the spring.

Plagiarism/Cheating

Students at Cathedral High School are taught how to cite sources used. Plagiarism is the act of using someone else's words or ideas without properly citing the source. Whenever a student takes the ideas of someone else, whether or not the ideas are written in the exact words, paraphrased or summarized, the student must give reference to the source according to the standard rules of citation, usually either the American Psychological Association (APA) or the Modern Language Association (MLA). The rules apply to electronic and written sources. As an academic institution, which values integrity, CHS will not tolerate plagiarism. Ignorance of citation rules is not an excuse for plagiarism. If a student needs help, they should ask a teacher or look in their English book, *Writers Inc.*

Cheating will not be tolerated at CHS. Students are responsible for their own work and for using their minds and creative talents to accomplish their work. Any student caught cheating, on any test or assignment, will not be given credit for that work and may receive disciplinary action.

Promotion

Promotion from one year to another requires that a student successfully pass all academic subjects each year. Students, who do not meet these requirements, must attend, complete, and pass an approved summer school course.

Students who fail three (3) courses for the year will have their academic status reviewed by the Principal and may not be able to return to Cathedral High School for academic reasons.

Scholars Program

The Scholars program provides the Merit Scholar recipients with additional enrichment opportunities that include off campus trips, college visits, and opportunities to give back to the community. The Scholars program also holds students to the expectation of maintaining Honor Roll standing throughout their years at Cathedral. The Program fosters a strong sense of responsibility and accountability in meeting /exceeding the standards associated with the Merit Scholar Program.

Textbook Policy

Starting in September, 2011, we are instituting a new textbook policy that will reduce the financial burden on families. Cathedral High School is purchasing all textbooks and providing them to the students to use for the school year at an annual fee of \$250. At the end of the school year the students will be required to return all books to the school. If all the books are returned in good, useable condition a credit of up to \$125 will be applied toward next year's fee. For Seniors, their credit will be applied to their graduation fee.

STUDENT LIFE

Absence

Parents/guardians are required to call the school's Main Office (617-542-2325) to give notification of a student's absence. Parent/guardian and doctors' notes will be accepted if received in the office on the day that students return. Any appointments made during school time, except for emergencies, are not necessarily excused absences. Administration determines excused absences.

Alcohol and Drugs

If a student in **Grades 9-12** is suspected of being under the influence of alcohol or drugs on school grounds, he/she will be referred to the Vice Principal, and parents/guardians will be notified. Student in **Grades 7 & 8** will be referred to the Program Director of the Junior High School. If a student is suspected of being under the influence of alcohol or drugs at a school function, the CHS function moderator will notify the parents/ guardians and administration immediately.

Announcements

Announcements will be made every day at 12:40pm.

Attendance

Students are limited to five (5) days of unexcused absences per quarter. If a student is absent from school/classes six (6) days or more in a quarter and the absences are considered unexcused, he/she will automatically receive an F in his/her courses for the quarter, subject to review by the Principal and Vice Principal. If a student misses more than 25 minutes of a class he/she will be considered absent from that class. If a student cuts a class, it will be considered an unexcused absence and he/she will not receive credit for the class. The student may not make up the work in that class and will receive 20 demerits for cutting the class.

Book Bags/Back Packs

Book bags/back packs are not to be carried throughout the school during the school day. All book bags/back packs must be left in the lockers. There are scheduled times during the school day when students may go to their lockers.

Bus Passes

Students who are eligible to receive a bus pass may obtain them in the Main Office. If there are any questions concerning bus passes please call the Main Office.

Cafeteria

The school cafeteria seeks to provide students with well-balanced meals throughout the day. Breakfast is available to students from 7:00am - 7:42 am.. All students must leave the cafeteria when the 7:45 a.m. bell rings. Students must be in full uniform while in the cafeteria. Student ordered food deliveries from outside the school building are not allowed. In order to maintain a pleasant and clean environment in the cafeteria we ask all students to deposit their litter in barrels and leave the tables and floor clean.

Cars

There is no student parking available on CHS grounds. The area in the back of the school is reserved for faculty and staff. Students' cars must be parked on the street. At no time during the school day is a student permitted to leave the building to go to his/her car.

Change of Legal Address

Students are required to notify the Main Office immediately of a change of address or telephone number.

The school must be in possession of the current legal address, an emergency contact person and an emergency telephone number for every student. Students may not attend school if this information is not on file in the Main Office

College Visits for Seniors

Seniors who visit a college during school time may be given an excused absence with a limit of two (2) days, if they have:

1. initiated the application process with the college;
2. received written permission from parent/guardian;
3. obtained approval from the Director of Guidance.

Dances/Prom

All school directives and policies apply at school dances and at the prom. A parent/guardian must sign a dance/prom permission slip for all students/guests prior to the event. No student/guest will be allowed to attend a CHS dance/prom without an emergency contact form being given to the event moderator. Student IDs must be presented for admission to all dances/prom.

Discipline

Discipline is a very important part of the learning process at Cathedral High School. Discipline has many facets. It involves acting responsibly, adhering to rules and regulations, accepting authority, displaying self-control and treating individuals fairly and with respect. The primary aim of the discipline policies at CHS is to provide the safest and best educational environment for everyone. Rules are not made to punish students, but they are made to hold students responsible for their own behavior. CHS believes that a joint effort on the part of administrators, teachers, staff, students, and parents/guardians in this area benefits all at CHS.

Students are responsible for their behavior at any and all school related activities both at and away from the school. (Athletic events, college visits, dances, field trips, MBTA, and proms etc.) All disciplinary policies apply to students before, during, and after school. If a student exhibits any type of behavior that is dangerous, harmful to another person (s) or may cause damage to the reputation of Cathedral High School then that student will be placing his/her status as a student at CHS in jeopardy.

The disciplinary code does not contain every rule or regulation which is incorporated into the daily life of CHS, nor could it. It is understood that students will respect themselves and others and act in a courteous manner. We reserve the right to change the rules and regulations during the school year.

Accumulation of Demerits

When a student in **Grades 9-12** has accumulated 20 demerits, he /she will receive a demerit slip. The Vice Principal notifies the parent/guardian by letter. When 120 demerits have been accumulated, a parent/guardian conference is required, and the student is placed on probation. Parents of students in the **7th & 8th Grade** will receive a letter from the Director of the Junior High division.

Offenses Resulting in Demerits (Grades 9-12)

- Disruption of Class 20
- Truancy 50

Offenses Resulting in Demerits (Grades 7&8)

- 10
- 50

• Leaving a Classroom or School Grounds without Permission	20	20
• Defacing or Destroying School Property (Repair, replacement or payment for the damaged property is required.)	20	20
• Cafeteria or Corridor Disturbance	20	10
• Cutting Class	20	20
• Offensive Language/Rudeness	20	10
• Gambling	20	20
• Smoking in the Building or on School Grounds	20	20
• Food/Beverages Outside of the Cafeteria	20	10
• Not Reporting to the Main Office, Planning Center or Detention	20	20
• Repeated Electronic Device Use	20	20

Administrative Detention

At times, students may be asked to report to Administrative Detention after school.

Appeals Board (Grades 9-12)

If a student breaks his/her Probation Contract, he/she must then appear before an Appeals Board. The Board is comprised of a group of students and teachers. It is before this group that a student makes an appeal to continue as a student at CHS. After gathering the necessary information and listening to the student the Appeals Board makes recommendations concerning the status of the appealing student. The recommendations are submitted to the Principal and Vice Principal for evaluation. The Principal makes the final decision as to whether a student returns on Final Probation or is dismissed from CHS.

Electronic Device Regulation

The use of an electronic device for any purpose or function, including but not limited to, telephone calls or text messaging is not permitted at any time before school or during the school day. Use of these devices in school is extremely detrimental to the learning process. The presumption is that, if it can be seen, then it is in use. All electronic devices must be locked in the lower half of the student’s locker or may be brought to the Main Office for safekeeping. If a student needs to use an electronic device for an educational purpose, authorization must be given by the Principal. Students may use electronic devices after school hours.

Electronic Device Violation

First Offense: a teacher or administrator confiscates the electronic device. The electronic device is held in the Main Office. The device is returned to the student at the end of the school day.

Second Offense: a teacher or administrator confiscates the electronic device. The device is held in the Main Office. The Parent/Legal Guardian must retrieve the device.

Subsequent Offenses: Students who continue to violate the Electronic Device Policy will receive 20 demerits for each offense and a parent conference will be required with the Vice Principal.

Final Probation

Students who are placed on Final Probation without an Appeals’ Board (see listing of Offenses Resulting in Final Probation) are suspended from school until such time that a parent or guardian meets with the administration. The parent/guardian conference must occur within two school days following the incident. Students may be suspended for up to 10 days.

Offenses Resulting in Final Probation

There is no Appeals Board for students who are placed on final probation for one of the following offenses.

1. Endangering the safety of any administrator, teacher, staff member, or student.
2. Instigating trouble.

3. Fighting
4. Displaying acts of insubordination.
5. Violating the Acceptable Use Policy Contract.
6. Wearing or displaying any gang related symbols or defacing school property with any gang related symbols.

At the end of the school year, the Vice Principal and the Planning Center staff will review the final student discipline reports of any student in **Grades 9-12** that are on Final Probation. Recommendation from the Planning Center committee pertaining to the status of each student for the following September is then given to the Principal. A decision concerning the status of a student will then be made by the Principal based upon the disciplinary reports and the recommendations from the Planning Center Committee.

The Director of the **Junior High Division** will review the records of any **7th & 8th Grade** student on Final Probation and in consultation with the Principal will make a decision on the status of the student.

Permanent Dismissal

Permanent dismissal of a student from CHS is employed in extreme situations, when a student by his/her behavior demonstrates that he/she cannot function within the school or actually poses a threat to the Cathedral High School community. Once a student is permanently dismissed, there is no re-entry into the school.

The Headmaster will make all permanent dismissal decisions for the **High School** after consultation with the Principal and Vice Principal. The Headmaster will make all Permanent dismissal decisions for the **Junior High Division** after consultation with the Principal and the Director of the Junior High Division.

Offenses that May Result in Permanent Dismissal (Offences are not limited to those listed below)

1. Possessing of a weapon or what appears to be a weapon or an object of no reasonable use to a student in school.
2. Physical assault of administrators, teachers, staff members, or students.
3. Possession and/or Distribution of drugs, alcohol or pornographic material.
4. Displaying acts of discrimination.
5. Exhibiting acts of harassment/sexual harassment.
6. Hazing.
7. Bullying or threatening others.
8. Setting fires.
9. Pulling **false** fire alarms.
10. Violation of Final Probation Contract.

Planning Center (Grades 9-12)

The Planning Center serves as the cornerstone of our disciplinary program. It is designed to help students accept responsibility for their behavior in school. The Planning Center is seen as a source of help or referral for various problems, and the students do view it as such. It is a place of dialogue and support for those students, who are experiencing some kind of difficulty. It is also a place where students can go when they feel the need for adult help or intervention.

The goals of the Planning Center are as follows.

1. Prevention: To prevent irresponsible behavior on the part of students.
2. Mediation: To hold students accountable for disruptive behavior.
3. Resolution: To work toward a solution with students, teachers and parents/guardians.

There are four categories of disciplinary actions:

1. those, which result in demerits;
2. those, which result in probation;
3. those, which result in final probation;

4. those, which result in permanent dismissal.

Probation

Being placed on probation is a serious matter. It is applied when a student has jeopardized his/her proper functioning in the school. If a student in **Grades 9-12** commits an offense warranting probation, a parent/guardian must speak with a Planning Center staff member to arrange for an immediate conference. If a parent does not contact the Planning Center staff, the student will be suspended from classes and required to remain in the Planning Center until an appointment is made. Parents of students in **Grades 7 & 8** must meet with the Director of the Junior High Division.

Offenses Resulting in Probation

1. Disrespect to an administrator, teacher, staff member, or student.
2. Stealing (Replacement of, or payment for a stolen item is required.).
3. Accumulating 120 demerits.
4. Continued violation of the Electronic Device Policy. Student is prohibited from bringing any electronic device to school for the remainder of the school year.

Suspension

Suspension is a temporary separation from school, which will be assigned by the Vice Principal for **Grades 9-12**. The suspension may be given for up to 10 days. The Vice Principal will notify the parent/guardian of the suspension and a conference will be arranged. Students in **Grades 7& 8** will be assigned suspension by the Director of the Junior High Division.

Suspension from School Sponsored Activities

Participation in school-sponsored activities is a privilege, not a right. The Principal may suspend student participation in any and all school sponsored activities.

Dress Code

CHS students are expected to maintain a neat, well-groomed appearance at all times. Students are required to be fully attired in the school uniform while in school. All jerseys, sweaters and micro-fleece sweaters and vests described below **must** have an affixed **Cathedral High School logo**. The school uniform **must** be purchased at J.B. Edwards Uniform in Roslindale

Grades 7-9

Young Men

- * Khaki Pants belted at the waist (tan in color)
- * Yellow short or long sleeved Oxford shirt. Shirts tucked in pants. Students **may not wear colored tee shirts under the uniform shirt.**
- * Green fleece vest or a green micro fleece vest.
- * Striped tie
- * Sneakers or dress shoes. **No boots, flip-flops or slippers may be worn during the school day.**

Young Women

- * Khaki Pants
- * Yellow short or longed sleeve Oxford Blouse. Students **may not wear colored tee shirts under the uniform shirt.**
- * Green fleece vest or green micro fleece vest
- * Striped tie is optional
- * Sneakers or dress shoes. **No boots, flip-flops or slippers may be worn during the school day.**

Grades 10-12

Young Men:

- Khaki pants belted at the waist (tan in color)
- Shirts tucked in pants
- Green, yellow or white knit jersey
- White short-sleeved tee shirt may be worn under the knit uniform jersey. **Students may not wear colored tee shirts under the uniform shirt.**
- Green V-Neck pullover sweater or
- Green micro-fleece V-Neck pullover sweater or vest
- Sneakers, or dress shoes. **No boots, flip-flops or slippers may be worn during the school day.**

Young Women:

- Khaki pants or skirt (skirt must drop from the waist to at least two inches above the knee.)
- Green, yellow or white knit jersey
- White short-sleeved tee shirt may be worn under the uniform jersey. **Students may not wear colored tee shirts under the uniform shirt.**
- Green V-Neck pullover sweater or
- Green micro-fleece V-Neck pullover sweater or vest
- Sneakers, dress or casual shoes. **No boots, heels, flip flops or slippers may be worn during the school day**

*Students may not wear coats, jackets, sweatshirts or any hooded attire while in school. When students first arrive at school, they must remove all clothing that is not in accordance with the CHS uniform policy before they are allowed to enter the cafeteria, library, or classrooms. All clothing that is not considered part of the school uniform as mentioned above **must be stored in lockers** and may not be carried around the building during the school day. Students may not wear shorts at any time while in the school building during the school day without permission from the Vice Principal.

Students in **Grades 9-12**, found to be dressed in anything other than the school uniform will be sent home to dress themselves according to the school regulations, and will need to return to school no later than the beginning of period 4. Students who arrive later than the onset of period 4 will not be allowed into the building, and will accrue a day of absence. A student who is sent home because he/she is not dressed in the CHS student uniform will not be allowed to make up tests, quizzes or project presentations missed due to the absence.

Students in **Grades 7 & 8** found to be dressed in anything other than the school uniform will be sent to the Director of the Junior High Division.

Early Dismissal

Any student in **Grades 9-12** who needs to be dismissed early from school must bring a note from a parent/guardian or have a parent/guardian call the Main Office. This information should be made known to the Main Office before school. A student dismissed before the end of the fourth period of the day will be marked absent for that day. Students who are dismissed early are expected to make up the work for the classes that they missed. A student will not be dismissed from school without prior notification from parent/guardian.

Any student in **Grades 7 & 8** who needs to be dismissed early from school must bring a note from the parent/guardian or have the parent/guardian call the Director of the Junior High Division.

Fire Drills

Fire drills are held periodically during the school year. All students are required to vacate the building quickly and silently under the direction of their teachers. Fire drill instructions and directions are posted in all rooms.

Field Trips

All field trips are arranged and supervised by a faculty member and approved by the Principal of CHS. A signature of a parent/guardian posted on a Field Trip Permission slip is required for all students before they may go on any school trips. The permission slip must be in school with parent/guardian signature prior to the beginning of the school day. **Phone calls are not a substitution for a permission slip.**

Hall/Bathroom Passes

Students are not permitted in the hallways or in bathrooms during class time unless they have a pass from a teacher. The Student must return the hall/bathroom pass to the

classroom teacher upon reentering class.

Hallway/Corridor Courtesy

It should be noted that it is only as we treat one another with respect and courtesy that the spirit and work of the Cathedral Community can flourish.

1. If everyone walks on the right-hand side of stairways, corridors will remain open for smooth passing. Do not block spaces by standing in groups.
2. Walk through the corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up papers on the floor.
4. Enter your class before the second bell rings. Do not stand by the door.

Homeroom

All students are assigned to a homeroom. When the bell rings at 7:45am students are required to report directly to their homerooms. Attendance will be taken at this time and sent to the Main Office. Morning Prayer as well as the Pledge of Allegiance will be said during homeroom period. The homeroom provides a base for students to receive needed information or to turn in school forms or permission slips. Students are expected to be on time for homeroom and are responsible for the information disseminated during this time. **Students need to go to their lockers prior to the 7:45 am bell.**

Illness/Injury When a student in **Grades 9-12** does not feel well or has been injured, he/she must obtain a pass from his/her teacher before reporting to the health office. (If the student is unable to go to the Health Office the teacher will notify the Nurse.) No arrangement will be made to send a student home unless a parent/guardian or emergency contact person is reached. It is considered an excused absence when the nurse sends a student home.

Students in the **7th&8th Grades** should report to the Director of the Junior High Division Office before going to the Nurses Office. No student in the 7th & 8th grade will be dismissed from school unless accompanied by a parent/guardian or emergency contact person.

Junior High Division

The fourth floor hallway between classrooms 401 – 403 is for the Junior High School and may not be used by grades 9 – 12. The staircase by the library may be used by grades 9-12 to go to the library and rooms 404 –406. The bathrooms on the fourth floor are only for the 7th and 8th grades.

Late to School

When the first bell rings at 7:45 a.m., each student must be in the building. A student is late, if he/she arrives in school after 7:45 a.m. A student is limited to being late five (5) times per quarter. If a student is late six (6) or more times in a quarter, the student will be suspended from school on each day that he/she is tardy. The parent/guardian will be informed, and the student will be sent home for the day. This is an unexcused absence. Students who arrive at CHS after the first period has ended will be sent home unless permission to stay in school is granted by the Vice Principal. Students in **Grades 7 & 8** must have permission from the Director of the Junior High Division to stay in school.

Lockers

Students are assigned a locker every school year. Only locks provided by the school may be used and they can be purchased in the main office at the beginning of the school year. These locks must be returned to the main office at the end of the school year. Students may not use lockers that have not been assigned to them nor should they share locker combinations with anyone. Students should always make sure that their lockers have been completely shut and locked. In order to avoid being tardy for class students will be allowed to go to their lockers three authorized times during the school day: before school, mid-morning, and at the end of lunch. CHS is not responsible for any articles left in a student's locker. Lockers are the property of the Cathedral High School and may be subject to search at the discretion of the school administration.

Lost & Found

Students who find lost articles are asked to take them to the Main Office where the owners may claim them.

Purchase & Sales

No parent/guardian or student may sell any products or food on school grounds without first obtaining permission from the Principal.

School Cancellations

Announcements concerning the closing of school are made early in the morning over the Boston television stations, 4, 5, 7, and 25.

School Entrance/Exit Doors

The school has several doors into the building. Upon arrival and at dismissal time from CHS, students in **Grades 9–12** are required to use the main front door. Students in grades 9–12 may not exit or enter the building through the back doors except to pass to and from the gymnasium for Physical Education classes. The **7th & 8th Grades** will be using the back door by the planning center to enter and leave the school. During the school day all doors are to remain closed and locked for security purposes. No student is permitted to let anyone into the building and no student is allowed to leave the school building without permission.

School Hours

Formal school day at Cathedral High School is:

Grades 7-9 7:45 -3:05pm (Monday – Thursday) 7:45-2:13 (Friday) **Half Day Schedule** does not include an 8th period.
Grades 10 –12 7:45 – 2:13 pm (Monday – Friday)

The Cafeteria opens at 7:00 am.

Main Office, Library, Guidance, and Health Office open at 7:30 a.m.

Cathedral High School also reserves the right to detain any student after dismissal for disciplinary reasons.

Smoking

CHS and its entire property is a smoke free environment. Smoking is strictly forbidden on all school property and at all school related activities.

Student ID

Each student is issued an official CHS student ID. Students are **required** to have their ID cards with them while attending school. The ID card is issued by the Cafeteria Manager at the beginning of the school year and is used in conjunction with the Federal Lunch Program.

Study Periods

Students will be assigned to a study room and **MUST** remain in the study room for the full period. Any student wishing to go to the Guidance Office or the Library during his/her study block **MUST** obtain a pass before 7:45 am.

Tardy to Class

Students are expected to be on time and prepared for all classes.

1st time tardy student will receive a warning from the teacher

2nd time tardy student will be given a detention. If the student does not report to detention then he/she will receive demerits.

Telephones

Cellular telephones may not be used in the building during school hours. When necessary, students may use a phone in the main office. Parents/Guardians may communicate with their children during the school day by calling the main office at (617) 542-2325. Parents/Guardians **should not** be calling students on their cell phones during the school day as this is very disruptive to the educational process.

Truancy

A student, who is absent from school without his/her parent's/guardian's permission, will be considered truant. On the day that a student is absent, if a parent is unaware of the absence or has not made a telephone call to the school excusing the absence, the student will be considered truant. No credit will be given for the missed work. The parent/guardian will be notified, and the student will receive 50 demerits.

Unauthorized Use of Cathedral High School Name

No student or student's parent or guardian, without the express prior written authorization by the school's Principal, may utilize the school's name, or identifying logo, for any purpose, including but not limited to the following:

To open up any bank account
To solicit funds on behalf of the school
To collect money on behalf of the school
To sell products on behalf of the school
To schedule any field trip, vacation or other accommodations
To post on any web site for any purpose including, but not limited to, support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including dismissal. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

Visitors

Students may neither bring visitors nor children to school during school hours. Each visitor **must** sign in and obtain a visitor's pass from the Main Office to remain in the building. Anyone in the building without permission will be considered trespassing.

Weapons

Possession of a weapon or what appears to be a weapon or an object of no reasonable or educational use will result in permanent dismissal from Cathedral High School. The Boston Police will be called when there is a weapon.

HEALTH SERVICES

Nursing Office

Cathedral High School employs a full-time Nurse. Health Services are available to students during school hours. Students who complain of illness or who are injured must be referred to the school nurse. The nurse will manage the problem in school or contact the parent/guardian when the student needs to be sent home or is in need of a referral to a health care facility. Students in **Grades 9-12** will not be sent home unless a parent/guardian or emergency contact person has been notified. Students in Grades 7 & 8 will not be dismissed unless accompanied by a parent/guardian or an emergency contact person. When a student is in need of emergency care or a professional medical assessment, the school nurse will immediately notify the Administration and the Administration will notify the parents/guardians.

Other services provided are health education, vision, hearing and scoliosis screenings.

State law requires that all student immunizations and physicals are current and that a copy of the health record is on file. Students will not be allowed to remain in school if a copy of the immunizations records is not on file. Also, any student who plays on a sports team must have an updated physical on file. No student will be allowed to participate in any sport without a current physical.

Medication

It is a school policy that **no** medication is provided to students unless prescribed by a health care provider. Medication may be self-administered but **only** under the following conditions:

1. Student must have a written order from a physician, which must contain the name of the drug, dosage and method of dispensing. This information is to be shared with the

school nurse.

2. Medication must be in a container and labeled by the pharmacy.
3. All medication is to be taken in the Health Office.
4. Students must not share medication at any time.
5. Inhalers must be labeled with the student's name, the name of the medication and dosage. If a student is having an acute episode, the inhaler may be used without reporting to the Health Office.

Counseling Services

Cathedral High School employs Licensed Clinical Social Worker for its counseling program. The Vice Principal notifies a parent/guardian when a recommendation of services has been made. A parent/guardian must give written permission in order for a student to receive regular ongoing counseling services. However, a parent/guardian consent form is not needed when an emergency or crisis assessment is done by the LCSW. The counselor will notify the administration when a student is in need of outside professional assessment. Administration will then notify the parent/guardian. If a student is in need of emergency services the Administration will notify the appropriate personnel.

ATHLETICS

CENTER FOR FITNESS AND WELLNESS PROGRAM

The Cathedral High School Athletic Department will be running an after school Center for Fitness and Wellness program (Fit-Well) throughout the school year. The days and times of the high school fitness and wellness program are Monday – Thursday from 3:10 – 5:00 (Grades 7-12). The Fit-Well program will consist of various programming and events held in the weight room and fitness center and are open to all students of Cathedral High School and the Junior High Division. Any student interested in working out may set up a meeting with the athletic director to determine an appropriate fitness program.

INTERSCHOLASTIC ATHLETICS

Cathedral High School is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and the Catholic Central League (CCL)

Mission Statement

The mission of the Cathedral High School Athletic Department is to provide enriching experiences, which complement the education students receive; teaching student athletes the values of self-discipline, respect, and teamwork. The athletic department provides a safe and healthy opportunity for competition within the framework and guidelines of the Massachusetts Interscholastic Athletic Association (MIAA) and the Catholic Central League (CCL). The privilege for student-athletes to participate in high school athletics will provide them a chance to learn invaluable lifelong lessons and have learning experiences that will take them far beyond the court, field, track, or ice rink.

Sportsmanship in Interscholastic Athletics

Guidelines for Players.

- A. Accept seriously the responsibilities and privilege of representing Cathedral High School.
- B. Display respect for everyone associated with the athletic contest.
- C. Exercise self control at all times, accepting the decisions of those administering the contest.
- D. Be able to win, lose, or draw, always displaying the utmost class.
- E. Avoid all language and gestures that may be a poor representative of you, your team, and Cathedral High School.

- F. Respect property and those in positions of authority, home or away.

Philosophy

The philosophy of the Athletic Department is no different than the mission statement of the school. Athletics are considered to be an extension of the academic school day. All of our coaches are expected to be teachers who not only teach proper techniques of their sport, but who also work to build character and prepare young men and women to carry the values they learn at CHS into their adult lives. The Athletic Department believes that participation in sports provides a wealth of opportunities and experiences.

The goals of the Athletic Department are:

- ✓ To teach proper morals and ethics regarding competition
- ✓ To enable as many students as possible to experience the benefits of team membership.
- ✓ To acquire and develop athletic skills.
- ✓ To improve physical conditioning as a requisite for good health.
- ✓ To develop appropriate attitudes toward competition, sportsmanship, and self-discipline.

Coaches decide who will play at the varsity level based upon their assessment of an athlete's skills, commitment, and attitude. This assessment continues throughout the season and can result in an athlete moving among levels.

Athletic Eligibility

Under Massachusetts state law, all students wishing to participate in supervised competitive sports must have a yearly physical exam. The exam must have taken place within thirteen (13) months prior to the start of the particular sport season. The CHS Athletic Department will conduct pre-participation physicals and screening with the Tufts Medical Center in the school's gymnasium in late August before the start of each school year. These physicals will be performed at no cost to the student-athlete or the parent. If you chose to have your personal physician perform the physical, than the completed form must be on file in the school's health office. The Athletic Department and Coaches will make sure all students who show up for try-outs are cleared for participation. It is the responsibility of the student to be aware of his or her latest physical. Those students who do not have an updated physical will be not permitted for athletic participation until a proper form is submitted to the school's health office.

Academic Eligibility Policy

- ✓ Students who fail (1) course or earn a GPA below a 2.0 are not eligible to compete in athletic events until the next progress report (period of [4] weeks). After this period, the Administration, Athletic Director and coaches will conduct an evaluation. If the situation has improved, the student will be declared eligible for participation
- ✓ Students who fail three (3) or more courses are ineligible for the entire quarter [as determined by the MIAA]. Evaluation of performance will be conducted at the conclusion of the next marking period and if the student improves above the failures, they will be declared eligible for participation in the following season.
- ✓ To be eligible for the fall marking period, students are required to have passed and received full credits for the previous academic year.

Academic Responsibility

As a Student-Athlete, you are first and foremost a student of Cathedral High School. Priority must be given to such things as make-up work, seeking help from a teacher, tutoring sessions, etc. Practice may not be used as an excuse to avoid academic responsibility. Students who maintain academic success as defined in the eligibility rule and who are citizens in good standing of the Cathedral community as defined in the Student/Parent/Guardian handbook will be permitted to participate in interscholastic athletics as well as the intramural and fitness programs. Those who **DO NOT** maintain academic eligibility or those who are not in good standing of the Cathedral community will be held to the rules and penalties set forth in the Student/Parent/Guardian handbook. Penalties can range anywhere from one or multiple game suspensions to dismissal from the team/program.

Leaving/Quitting a Team

Occasionally, a student athlete considers not finishing a season for personal or academic reasons. Before making a final decision, athletes are strongly advised to consult with the Athletic Director, Coaches and teammates. Any athlete who quits a team without consulting the Athletic Director will be addressed in a private conference. A student, who quits a team, may not join another team in the same season. Among other consequences, students who quit a team are also subject to miss the following season.

[Participation in extracurricular activities, both athletic and non-athletic is a privilege]

LEGAL POLICIES

Legal and Disciplinary Policies

All legal and disciplinary policies apply to students before, during and after school and at all school related functions.

Fire Alarm Policy

The fire alarms in the school are for the purpose of alerting people to the danger of fire. Misuse of these alarms is intolerable. Falsely calling the Fire Department to the school is an **illegal act** and jeopardizes the lives of others who may be in serious danger. A student who pulls a false fire alarm will be responsible to pay the fine that CHS receives and will be permanently dismissed from Cathedral.

Anti-Bullying Policy

“Bullying,” is defined as, the repeated use by one or more students of a written, verbal, or electronic expression or physical act or gesture or any combination thereof, directed at a victim that (i) causes physical or emotional harm to the victim or damages to the victim’s property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his /her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall be prohibited on CHS school grounds, property immediately adjacent to school grounds, at school sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, or on a school bus or other vehicle owned, leased or used by a school, or through the use of technology.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited by law. Any student violating the Ant- Bullying policy will be dismissed from CHS.

A complete copy of CHS’s Anti-Bullying Policy is on the school’s website.

Harassment Policy

CHS will not tolerate any behavior of students, which constitutes harassment of other students, on the basis of race, color, age, sex, religion, national or ethnic origin.

Hazing Policy

The practice of hazing is not tolerated at CHS.

Hazing – Act Prohibiting the Practice

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the general Laws is hereby amended by adding the following three sections.

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fined and imprisonment. The term “hazing” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership of such group or organization a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said Sections 17 and 18 shall sign an acknowledgement stating that such group, organization or individual has received a copy of said Sections 17 and 18.

Nondiscriminatory Policy

Cathedral High School admits students of all races, color, national and ethnic origin. All students are entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Cathedral High School does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, in administration of educational policies, admission policies, scholarship programs, and in the hiring of school personnel. The CHS. community works together to make the school a safe place where each person is genuinely accepted and respected.

Sexual Harassment Policy

Students are prohibited from making unwelcome sexual advances or request for sexual favors and from engaging in any other verbal or physical conduct of a nature when those advances, request or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment either inside or out of the school setting. This includes conduct during field trips or other school sponsored events, telephone calls, and e-mail or Internet harassment. Any retaliation against a student because of complaints made of sexual harassment or towards a student that assisted in the investigation of sexual harassment is also prohibited. The Administration will make a determination on an incident on a case-by-case basis.

The following are some examples:

- making sexual comments, sounds, gestures or looks;
- touching, pinching or grabbing;
- leaning over or cornering;
- pressuring to do something sexual;
- pestering for a date after being told no;
- sending obscene letters, notes, pictures, e-mail, text messages or drawing graffiti.

If any student believes that he/she has been subjected to bullying, harassment, sexual harassment, or hazing by a student or any other person on school property or has witnessed such acts against another student, the student should report the incident immediately to the Headmaster, Principal, or the Vice Principal.

Cathedral High School
School Safety Plan
Parent/Guardian/Student copy
2011-2012

Crisis: any event in or out of school, which will have a significant effect on the school community.

Students will receive crisis training at the beginning of each school year. Parents/guardians and students will receive an abbreviated copy of the schools safety plan. Throughout the school year there will be mock crisis drills as well as fire drills in order to help everyone remember what to do in an emergency. Parents will be notified if students are going to be dismissed as a result of a crisis or an emergency.

Purpose of Crisis Planning: “Emergencies happen randomly in time and place, but they can be handled efficiently if there is an adequate school action plan and an informed staff and student body. **A plan without a crisis is better than a crisis without a plan.**” (BPS Emergency Operations Plan)

In managing any incident/crisis the main objectives for all school administrators, teachers and staff are to:

1. Ensure the safety of everyone
2. Stabilize and resolve the incident when possible
3. Provide support for responding public safety agencies
4. Protect the school property

School related incidents are classified according to a level (Tier) of seriousness.

Tier I Any situation that requires immediate **911** responses. This type of incident presents an imminent danger to students', staff and property beyond the school's ability to control.

Types of Incident

Tier I Red: Containment/Lockdown

Tier I Green: Evacuation

Tier I Red: Containment/Lockdown

- Announcement will be made.
- All will stay in their classroom or offices unless redirected by an announcement or Public Safety Official.
- Students in hallways should go into the nearest classroom.
- Students in yard should go into planning center, admissions and or guidance office.
- Class doors should be closed and locked.
- Stay away from windows and doors.
- During lockdown shades should be drawn on windows & doors.
- Attendance will be taken and **immediately** sent to Main Office/Guidance. (by phone or electronically)
- Containment/Lockdown will last until notification is made that it is safe to leave.

Tier I Green: Evacuation

- Fire alarm will ring. Proceed to the assigned fire drill places
Or
- Announcement will be made to evacuate building. Use fire drill procedure.
Proceed to the upper Church in the Cathedral of the Holy Cross.

During any **Tier I** emergency and or crisis police, fire and safety personnel will take charge or assist as needed.

Tier II – Potential Danger: Stand by, gather information and notify appropriate agencies if necessary.

Tier III – Situation/Condition in a formative stage: Proactive prevention within the school.

(Guidelines are taken by permission from the Boston Public School Emergency Operations Plan)

It is when we all work together that we can have a safe school and help each other in emergencies.

August 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

21	22	23	24	25	26	27
28	29	30 Academic Council Meeting	31 Teacher meeting			

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
				1 Teacher Meeting	2	3
4	5	6 Orientations: Grades 7 & 8 (7:45-11:00am) Grades 9 & 10 (7:45am – 12:30pm)	7 Orientation: Grades 11 & 12 (7:45am-12:30pm)	8 First full day of school	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Opening Mass (9:00am)	23	24
25	26	27	28	29	30	

October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
						1 SAT
2	3	4 Celebration of the Arts (11:30-2:00)	5	6	7	8
9	10	11	12 PSAT Senior College visits Progress reports due (8am – Main Office)	13 Open House (6-8pm)	14	15
16	17	18 Faculty meeting	19	20 Adopt-A-Student Foundation Dinner	21	22
23	24	25 HALF DAY - Professional Day	26	27	28	29
30	31					

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
		1 Celebration of the Arts (11:30am-2:00pm)	2	3	4 End of first term	5 SAT/HSPT at Cathedral
6 Open House (12:30- 3:30pm)	7	8 Election Day – NO GYM	9 Grades due	10	11 NO SCHOOL - Veterans Day Holiday	12 HSPT Placement Test (8-11:30am)
13	14	15 Report Card Night (6- 8pm)	16	17	18	19
20	21	22	23 HALF DAY – Start of Thanksgiving Holiday	24	25	26
27	28	29	30			

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
				1	2	3 SAT at Cathedral
4	5	6 Celebration of the Arts (11:30am-2:00pm)	7	8 Open House (6-8pm)	9	10 HSPT at Cathedral (8-11:30am)
11	12	13 Progress reports due (8am – Main Office)	14	15 Faculty meeting	16	17
18	19	20	21 HALF DAY – School ends for Christmas Break	22	23	24
25	26	27	28	29	31	31

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3 School resumes	4	5	6	7
8	9	10	11	12	13	14
15	16 NO SCHOOL – Martin Luther King Jr. Holiday	17	18 Winter Assessments	19 Winter Assessments	20 Winter Assessments Term 2 ends	21
22	23 Term 3 begins	24	25 Grades due	26	27	28 SAT
29	30	31				

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	3	4
5	6	7	8 Information Session 7 th and 8 th grades (6-7pm)	9	10	11
12	13	14	15	16	17 Progress reports due (8am – Main Office)	18
19	20 VACATION WEEK	21 VACATION WEEK	22 VACATION WEEK	23 VACATION WEEK	24 VACATION WEEK	25
26	27	28 Freshman registration night (6-7:30pm)	29			

March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
				1	2	3
4	5	6	7	8 Scholarship Dinner (6-8pm)	9	10
11	12	13	14	15	16	17
18	19 NO SCHOOL – St. Patrick's/St. Joseph's Day	20	21 Information Session 7 th and 8 th grades (6-7pm)	22	23	24
25	26	27	28	29	30 End of Term 3	31

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3	4	5	6	7
8	9 Mandatory Seniors/Parents Meeting (6:30pm)	10 Senior Service begins - Prayer Service	11 NO SCHOOL – NCEA Convention	12 NO SCHOOL – NCEA Convention	13 NO SCHOOL – NCEA Convention	14
15	16 VACATION WEEK	17 VACATION WEEK	18 VACATION WEEK	19 VACATION WEEK	20 VACATION WEEK	21
22	23	24	25	26	27	28
29	30					

May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	4	5
6	7	8 Progress reports due (8am – Main Office) Senior Awards Night	9	10 Senior Service ends	11	12
13	14	15 Senior Breakfast/practice	16 Baccalaureate Mass (6pm)	17	18	19 Graduation – 2pm
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
					1	2 SAT
3	4	5	6	7 Orientation: Grade 9 (6-7:30pm)	8 8 th Grade Graduation (6:30pm)	9
10	11	12	13 Spring Assessments	14 Spring Assessments Orientation: Grades 7 & 8 (6-7pm)	15 Spring Assessments End of classes	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

